11 June 1963

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MEMORANDUM FOR: Office of the DD/S

25X1

SUBJECT

: Comments Regarding the Agency Courier System Report (Report)

- 1. The comments of the Mail and Courier Task Force regarding the subject report are concurred in.
- 2. Reference Section 18 regarding the discontinuance of the logging function in RID, you should be informed that serious consideration was given to the possibility of discontinuing this function, but it was decided that it was not feasible at this time to do so. When the occasion arises, this subject may be reopened for further consideration.

Deputy Chier, RID/Processing Branch

25X1

Approved For Release 2003/04/28 ERDP84-00780R000200120017-1 (When Filled In)

MAIL CONTROL QUESTIONNAIRE

Na	me of organizational component -
1.	Does your component log mail?
	If 'yes,'' what form or forms does it use?
	(List)
	Approximate number of individual pieces of mail per day -
2.	Does it have other mail activities?
	yes no
	Check:
	(a) Simple delivery service
	(b) Determination of routing
	(c) Setting suspense dates (d) Other
	(d) Cther (Explain)
3.	What is the purpose of these mail activities? Check: (a) To meet security logging requirements (b) To determine action component or individual (c) To determine component or individual requiring the information (d) To know location of mail at all times (e) To effect management control through suspense dates, follow-up, etc. (f) Other (Explain)
4.	(Explain) The following jobs are concerned with mail activities:
T,	The following Jobs are concerned with mail activities:
	Job Title No. of Employees % of Time Devoted to Mail
5.	If another facility or registry could satisfy the security logging requirements and furnish information as to location of the component's mail, could logging be discontinued?
	yes no
	If 'no," why not?
	CHARRE

SECRET

(When Filled In)

GROUP I Excluded from automatic downgrading and declassification

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(When Filled In)

6.	Are Document Receipts (Form 615) obtained for non-registered, SECRET and CONFIDENTIAL documents transmitted within the Agency?
	yes no If 'yes,'' why are they considered necessary?
7.	Other than for registered mail going through a U.S. Post Office, are Courier's Receipts (Form 240) used in transmitting SECRET and CONFIDENTIAL documents?
	Outside the Agency Outside the building within the Agency yes no no lnside the building
	yes no If 'yes' to any of the above, why are they considered necessary?
8.	How often daily does your component receive mail from the courier service or higher echelon?
	How often daily does it distribute mail within your component?
9.	Add anything you think may be valuable in improving the processing and control of mail.
	Signed TITLE

SECRET (When Filled In)